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GOVERNMENT

FOUNDATIONS
OF SUPERVISION

UNIVERSITY OF ILLINOIS-URBANA



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ADVANCED
SUPERVISION

EMPLOYEES

MANAGEMENT
DEVELOPMENT

INTERPERSONAL
COMMUNICATION

MANAGEMENT

COMMUNICATION
SKILLS

SEP 29 1981 sponsored by

Bureau of Employee Relations
and Development

SEMINARS

of the

STATE OF ILLINOIS
DEPARTMENT
OF PERSONNEL

Louis J. Giordano, Acting Director

COURSE DESCRIPTIONS

FOUNDATIONS OF SUPERVISION

A Seminar Designed TO:

- Familiarize those new in supervision—or those “on the way up”—with the basic responsibilities required of a supervisor.
- Provide new insights in managing people and other supervisory functions.
- Teach supervisors to work smarter—not harder—to achieve organizational goals.

Content:

Supervision as an earned responsibility
Cultivating the supervisor's outlook and approach

Traditional and modern concepts of motivation

Understanding human behavior

Values in transition

Achieving two-way communication

The planning process

The importance of setting objectives

Organizational goals and strategies

Coordination and control functions

Activity vs. results-oriented supervision

July 6, 7 - Springfield

August 3, 4 - Springfield

September 22, 23 - Chicago

October 27, 28 - Chicago

November 17, 18 - Springfield

December 10, 11 - Springfield

ADVANCED SUPERVISION

A Seminar Designed FOR:

- Experienced supervisors who need to keep abreast of new expectations and requirements for the job of supervising.

- Enhancing the skills of a supervisor as an effective leader, communicator and planner.
- Understanding the impact of work policies and procedures.

Content:

Planning and conducting efficient staff meetings
 Building a favorable organizational climate
 Employee and staff conferences
 Performance review
 Standard personnel practices

July 13, 14 - Springfield
 August 5, 6 - Springfield
 September 22, 23 - Chicago
 October 5, 6 - Chicago
 November 9, 10 - Springfield
 December 8, 9 - Springfield

MANAGEMENT DEVELOPMENT

A Seminar Designed TO:

- Acquaint managers having broad responsibilities with an understanding of concepts by which organizational goals can be achieved.
- Assist managers in understanding the application of current management principles.
- Introduce behavioral science concepts and techniques of managerial problems and processes.
- Determine and analyze participant's management styles.

Content:

Systematic approach to planning
 Exploring the elements of organization
 Effective leadership behavior
 Developing and administering control systems
 Management styles
 Motivation in modern management
 Equal employment concepts

Module A: Planning, Organizing, Leadership
Styles, and Affirmative Action

Module B: Motivating, Directing, and Controlling

MANAGEMENT DEVELOPMENT Dates:

August 10, 11 (A) - Springfield

August 24, 25 (B) - Springfield

September 28, 29 (A) - Springfield

September 30, October 1 (B) - Springfield

October 6, 7 (A) - Chicago

October 28, 29 (B) - Chicago

December 14, 15 (A) - Springfield

December 16, 17 (B) - Springfield

INTERPERSONAL COMMUNICATION

State employees on all levels who desire to improve their communication skills should profit from this seminar. Lectures, visuals and group activities center on developing interpersonal relationships, non-verbal and face-to-face communications. Barriers to effective communication—and how to overcome them—are discussed.

July 8, 9 - Springfield

August 17, 18 - Springfield

September 3, 4 - Springfield

October 6, 7 - Chicago

December 3, 4 - Springfield

COMMUNICATION SKILLS

Communicating effectively has sometimes been cited as the most important function of supervisors and managers. This workshop deals with both oral and written communication. Correct usage, style and format for business letters and memos constitute one unit. The second part stresses principles of effective speaking, including organization of presentations, voice modulation, use of notes and visual materials.

August 19, 20 - Springfield

September 8, 9 - Springfield

October 28, 29 - Springfield

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APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant _____

Dept./Agency (If not printed in box) _____

Office phone: AC ____/____ Title of Seminar _____

Date of seminar _____ Payroll title _____ Time in title: ____ yrs. ____ mos.

(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by:

SIGNATURE - AGENCY APPROVAL

PLEASE NOTE! It is important that all requested registration information be supplied. Incomplete forms will be returned unprocessed.

NOTE: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

NOTICE: IN ORDER TO RECEIVE CREDIT, THE PARTICIPANT MUST BE IN ATTENDANCE FOR THE ENTIRE PROGRAM.

Illinois Department of Personnel
Bureau of Employee Relations and Development
504 William G. Stratton Building
Springfield, Illinois 62706

(This section for office use only.)

- ☐ You are accepted and registered in the seminar of your choice.
- ☐ We are sorry but the seminar was filled prior to receiving your application.
- ☐ We regret that this seminar had to be cancelled/postponed.
- ☐ Application returned. (See remarks.)

Remarks:

GENERAL INFORMATION

The 1981 Government Employees Management Seminars provide for training on four levels of management.

"Foundations of Supervision" is a two-day seminar designed for inexperienced supervisors. "Advanced Supervision" is a two-day workshop for experienced supervisors.

The "Management Development" Seminar is a four-day program divided into two modules: A & B. Each Module has been constructed so that participants can register for the full four-day seminar (both Modules) or either Module A or Module B, separately. Participation, however, will be considered incomplete until both Modules have been taken.

Module A: Planning, Organizing, Leadership Styles, and Affirmative Action

Module B: Motivating, Directing, and Controlling

Participation is limited to employees of the State of Illinois. There is no charge for the programs but registrants will pay for coffee and be responsible for their own arrangements for meals, travel and lodging.

The Department of Personnel reserves the right to restrict participation by any one agency and to cancel or postpone seminars for which there is insufficient registration.

TIME SCHEDULE

Springfield programs meet 9:00 a.m. to 4:30 p.m. in Room 504 William G. Stratton Building, Spring and Monroe Streets. Chicago programs meet 9:00 a.m. to 4:30 p.m. at DePaul University, 25 East Jackson Boulevard. The officer at the door will have the room assignments. Informal attire is suggested.

NOTE: Prospective registrants who wish counseling regarding course selection and sequence may confer with their personnel officers who have been furnished printed guidelines for that purpose.

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APPLYING FOR REGISTRATION

Registrations are handled by mail. The tear-off application should be submitted promptly. Please follow the directions on the application form. Additional copies may be reproduced. Incomplete applications will be returned unprocessed.

OTHER PROGRAMS OFFERED BY THE DIVISION OF EMPLOYEE DEVELOPMENT

One-Day Management Seminars

In addition to the programs listed inside, single day seminars dealing with five specific areas of management will be given throughout the State of Illinois—in Peoria, Chicago, Elgin, Springfield, Champaign, and Carbondale. Known as the “Statewide Employee Effectiveness Seminars,” they are open to both state and local government personnel.

Other Programs - 1981

Our newest addition to the schedule are the “Effectiveness Training Courses.” Most topics in this series are primarily geared to meet the needs of the supervisory-managerial work force. This series, open to State government employees only, will be conducted primarily in Springfield.

Executive Development Program

The executive level seminar consists of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois.

Management Institutes

The Institute program is conducted in Springfield and the fourteenth season begins this year. These one-day conferences, beginning at 9 a.m., are held at Holiday Inn East, 3100 South Dirksen Parkway. They feature nationally known authorities and are free of charge to State employees who secure tickets through their agencies. Representatives from local/federal government, business and industry are invited to participate at a \$25 charge for each institute. Tickets must be secured in advance.